

KINCAID ♦ BRYANT

Consulting Engineers

A professional corporation

Mechanical □ Electrical □ Plumbing □ Fire Protection □ Value Engineering

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PRE-BID CONFERENCE AGENDA

Project: Replace Rethermalization and Other Kitchen Equipment at Seven (7) Facilities Statewide in Virginia

Comm. No: 07008

Project Code: 720-07720-01

Held: November 7, 2007

Revision Date:

Location: Department of Mental Health, Mental Retardation and Substance Abuse Services

Copy to: all attendees, all document holders, file

I. Project Personnel:

Engineer contacts:

	Representative	Telephone	Fax	e-mail
Project Manager	David A. Kincaid, PE	434.846.6510	804.846.0005	dkincaid@kbengineers.com
Electrical Engineer				
Mechanical Engineer				

Owner contacts:

Organization	Representative	Telephone	Fax	e-mail
DMHMRSAS	Dick Fisher	804-371-0310	804-371-8898	Dick.fisher@co.dhmrsas.virginia.gov

Additional contacts:

Firm Name	Representative	Telephone	Fax	e-mail

Note: All correspondence, inquiries, clarifications, changes, and requests for information shall be directed to the Project Manager as the single-point contact for action and direction.

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For list of attendees, see Attachment A.

II. Scope of Project:

The scope of the project includes the removal of existing rethermalization units and associated piping, and providing rethermalization equipment, dishware, and other kitchen equipment for the indicated facilities with all material and labor necessary complete in accordance with Contract Documents. Dick Fisher with DMHMRAS reviewed the items on the attached Agenda for Pre-Bid Conference. David Kincaid with Kincaid Bryant discussed the project scope per site.

III. Confirmation of Bid Date and Time.

- A. Bids will be received until November 28, 2007, at 2:00 pm, local prevailing time (according to the Bid Officer).
- B. Bids will be opened on November 29, 2007, at 2:00 pm, local prevailing time (according to the Bid Officer).

IV. Project Review:

- A. Drawings.
- B. Specifications.

V. Project Schedule:

- A. The project duration is 365 days.

VI. Pre-Bid Questions.

- A. Submit questions and requests for clarification on the form provided in the Specifications.
- B. Questions arising after the 5 (five) day cutoff cannot be addressed in time to notify all bidders fairly. In the event of any questions at that time, including requests for substitutions, the bidders are instructed to base their bid on the documents in-hand, including all issued addenda.

VII. Special Concerns – None.

VIII. Special Conditions – None.

IX. Supplemental General Conditions.

X. Equals and Substitutions.

- A. **Equals:** Any other brand, make or manufacturer of a product, assembly or equipment that is equivalent to that specified, considering quality, capabilities, workmanship, configuration, economy of operation, useful life, compatibility with design of the work and suitability for the intended purpose, and which is accepted as such by the Owner.
- B. **Substitutions:** Materials, products, equipment, or assemblies *that deviate from the requirements of the Contract Documents* but which the Contractor deems will perform the same function and have equivalent capabilities, service life, economy of operation, and suitability for intended purpose.
- C. Time frame for submitting **Substitutions:** within 5 (five) days prior to receipt of bids.

XI. Logistics discussed:

- A. Staging areas – On site and will be identified at the Pre-Construction Meeting.
- B. Utilities and coordination – The B&G Directors will be the contact for utilities.

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- C. Site limitations – None.
 - D. Access to premises and adjacent spaces – no limitations.
 - E. Contractor parking – At staging area.
 - F. Materials storage – At staging area.
 - G. Contractor will be required to have special identification and Contractor will be required to screen all employees using the commonwealth's sex offenders database.
- XII. Security issues discussed
- A. Use common sense as to which employees that are used on this project. Do not use employees with criminal or sex offense records.
 - B. Work will be limited to the hours of approximately 6 AM to 6 PM. Changeovers can be made at night or over weekends.
 - C. Obey all traffic signs, especially the posted the speed limits.
 - D. No guns, drugs, alcohol beverages or tobacco products.
 - E. Keep trucks locked at all times for the safety of the residents as well as your belongings.
- XIII. Protection of Adjacent Areas and Facilities.
- A. Coordination with Owner, Occupants and Neighbors.
- XIV. Bid Documents and Addenda.
- A. Drawings and Specifications.
 - B. Acknowledgment of receipt of all addenda shall be required.
- XV. Separate Owner Contracts and Other Construction Projects.
- A. Contractor can assume that there will be other construction projects at the facilities during this construction project.
- XVI. Bidders Questions:
- A. DMHMRSAS handles all special inspections unless indicated otherwise.
 - B. There will be an independent Commissioning Agent retained by the DMHMRSAS.
 - C. The Plan Holders List will be included in the Addendum.
 - D. Builders Risk Insurance will not be required.
 - E. No local permits are required.
- XVII. Issuance of this Agenda will be issued to all attendees, listed parties and document holders after incorporating specific issues of this project.
- XVIII. Additional discussion items.
- A. The project is an open specification and any supplier that meets the specifications will be acceptable.
 - B. Project should take approximately 365 days after the Notice to Proceed which will not be issued until the equipment delivery dates are established.
 - C. Project Phasing will be as follows:
 - ❖ Phase 1: Provide the indicated number of rethermalization units at the five kitchens (CVTC, NVTC, SVTC, SWVTC and WSH). These units will be used as swing units during construction at the sites and will allow the facilities to train there staffs and prepare the new menus for convection rethermalization.
 - ❖ Phase 2: Provide the indicated construction at half of the sites.
 - ❖ Phase 3: Provide the indicated construction at the remainder of the sites.
 - ❖ Except for Phase 1, the Contractor can propose either a single Phase 2 if they have adequate staff or indicate other phasing opportunities. Remember, only a limited number of buildings will be made available at any given time. The Facilities will need to maintain the ability to provide the required meals per day to the residents.

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- D. Spec-Retherm 11401 indicates the procedure for shop drawing approval of the rethermalization equipment. Low bid winner provide test unit in Northern Virginia for testing and determining if the equipment meets the specifications. If the test unit fails, manufacturer will be given time to correct the problem(s). If the problems can not be corrected in the specified time, the Contractor will need to provide shop drawings for the next rethermalization equipment lowest bid to him.
- E. Two vendors have seen the requirements and are ok with the set-up.
- F. Contractor- to remove used units and hold old units for needed parts to repair other units. 100 percent operational through the process, then units can be disposed of. The contractor is not responsible to make repairs to the existing units, but need to have parts from the old units available in case they are needed to make repairs on the old units during the construction process.
- G. Food Transport will be in transport carts versus the rethermalization carts.
- H. Twist lock Plugs for all connections to docking stations and hospitality carts.
- I. Refrigerated vans to be used to transport food from one location to another.
- J. The term **Provide** means that the units are in place and operational. This includes any architectural, mechanical, plumbing or electrical work required.
- K. The existing equipment is single phase and the new equipment will be 3 phase.
- L. Billing for the Project will be monthly in accordance with the CO-12. In order to be paid for equipment, it must be stored on site or in a bonded warehouse in the Commonwealth of Virginia, preferably on site.
- M. Avoid equipment on roof where possible. Information on how to support if on roof and how to install.
- N. Drawings-Last sheet consists of a summary of equipment for each facility
- O. At SVTC, the Cottages are the only buildings that do not have 208V/3 Ph power. The new 3 phase transformers will need to be coordinated with Dominion Power.
- P. Two addendums will be sent out. The first addendum will include meeting notes of the prebid meeting of November 7, 2007. The second addendum will include updated drawings.
- Q. CO-7 Owner carries insurance, but contractor needs insurance to cover his equipment.
- R. We will be dealing with general contractors only during the construction phase.
- S. Cost implications addendum cannot be issued later than 10 calendar days before bid date. Clarification items only can be issued 5 calendar days before bid date.
- T. Discussed Site Visit Schedule (See Attached).
- U. You are not going to be cutting into any hard ceiling. New piping will be exposed when installed. Lay-in ceiling tiles will be moved and piping put in place and tiles put back in place.
- V. No testing:
 - ❖ no asbestos problems.
 - ❖ State inspects – concrete testing
- D. Test unit docking station can be self contained, and does not necessarily have to have a remote condenser.
- E. No substitutions as to concepts.
- F. Current rethermalization is conductive. New rethermalization will be convection. New menus need to be tested because of new system. The Facilities will need time to allow menu testing.
- G. Acknowledge all addendums on the Bid Form.